

INFORMATION • EXCHANGE •

June 2002

Resources for Workforce Development Programs

Contents

<i>Workforce Development Update</i>	2
<i>California State Youth Council Seeks Input</i>	3
<i>State Board Co-Sponsors Small Business Forum</i>	3
<i>Bidders' Conferences for Veterans Workforce Investment Program</i>	3
<i>Stanislaus County WIB to Merge With Economic Development Corp</i>	4
<i>Innovative ESL Programs List</i>	4
<i>Sacramento Works Career Center Conducts Citizenship Fair</i>	4
<i>Worthy Web Sites</i>	4
<i>The EmployABILITY Partnership</i>	5
<i>Oxnard College One-Stop Child Care Training Project</i>	5
<i>Check It Out!</i>	6
<i>June Calendar</i>	7

Need Help Getting There?



Call the Employment Training Network!

Does this sound like you? You're anxious to improve the services you offer, and would like to visit one-stop programs to observe their operation first hand. But, your budget is a bit tight and you really can't afford the cost of travel.

WELL, DON'T PUT AWAY THOSE SUITCASES!

If you are receiving Workforce Investment Act funding, we can help you get there by reimbursing your travel expenses. (And there won't be any delays in getting our services!)

For travel reimbursement and other technical assistance services please call (916) 654-8896.

Remember to call the ETN - We'll send you!



ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

Workforce Development Update

The Employment Development Department (EDD) Workforce Investment Division Capacity Building Unit (CBU) offers staff development training at no cost to Workforce Investment Act (WIA)-funded employment and training partners. A sample of current classes being offered includes:

*WIA Adult and Dislocated Worker
Performance Management
That's Not My Job (Customer Service)
Retention = Success!
You Talkin' To Me? (Communication Skills)
Orientation to Workforce Development
One-Stop Two-Step
WIA Youth Service Strategies*

For a complete listing of classes you may attend and/or host, please visit: www.edd.ca.gov/wiacat.htm.

Department of Rehab Provides Technical Assistance & Training

The California Department of Rehabilitation (DOR) Americans with Disabilities Act (ADA) Technical Assistance Section provides over 100 training sessions on such topics as Access to Employment, Programs and Services; Disability Awareness; and Disability Employment Law for Employers. WIA entities wishing to schedule training may do so by calling Dee Whitecotton (916) 263-0597 or email Dwhiteco@dor.ca.gov.

For additional information please visit www.dor.ca.gov.

Department of Labor Region VI One-Stop Conference 2002

Please join Department of Labor (DOL) Region VI and fellow practitioners for this important annual conference.

The event will take place in Anaheim on August 20-22, 2002 and will feature engaging general sessions to help you build your One-Stops into effective and comprehensive centers linked with a broad and supportive system.

For registration information please visit: calworkforce.org/os_partnership_02_conference/conf_info.html

Mark Your Calendars!

California Workforce Association (CWA)/Milt Wright & Associates - *Beyond Traditional Job Development*

Sacramento-June 3, 2002; Fresno-June 5, 2002
Santa Monica-June 7, 2002

www.calworkforce.org/calendar.tpl

California Association for Local Economic Development (CALED) - *Fundamentals of Economic Development*

Sacramento-June 10-12, 2002

www.caled.org

California Workforce Association (CWA)/Greg Newton - *Reemployment in a Slowing Economy*

Sacramento-June 12-13, 2002

www.calworkforce.org/calendar.tpl

Workforce & Economic Development Program (WED) of the CA Labor Federation (AFL-CIO) - *10th Annual Building Partnerships Conference*

Los Angeles-June 12-14, 2002

Ellen Baughman (510) 663-4087

www.bpconference.org

U.S. Department of Labor (USDOL) - *California Farmworker Forums*

Stockton-June 20, 2002; Salinas-June 26, 2002

www.doleta.gov/regions/reg06/farmworker_forum_site/index.htm

California Workforce Association (CWA)/John Chamberlin - *Taking Your One-Stop to the Next Level: Expanding Services to Achieve Optimum Performance & Customer Satisfaction*

Sacramento-July 10, 2002

www.calworkforce.org/calendar.tpl

Larry Robbin & Fast Track Training Academy - *Are You Talking Like Businesses Think? How to Get the Private Sector to Use Your Services*

Santa Clara-July 12, 2002

Contact: Arlene Talbot (510) 587-7392 or 7393

Department of Labor (DOL) Region VI - *One-Stop, One System, Pacific Western States WIA/One-Stop Conference 2002*

Anaheim-August 20-21, 2002

www.calworkforce.org/calendar.tpl

California Workforce Investment Board

California State Youth Council Seeks Input from Youth & Adults

The California State Youth Council was established by the California Workforce Investment Board (State Board) to address current issues and shape the development of policy affecting California's youth. The Council is seeking input from California's young people ages 14-21, their parents and guardians, public education representatives, labor and business workplace partners, Workforce Investment Act administrators and service providers, and California state agencies managing youth related programs.

Public comment is requested to assist the Council in its work to effectively influence and improve the lives of California's youth as they seek to become self-sufficient adults, productive workers, effective parents and family members, and active citizens. The Council is currently working in and seeking input regarding four critical areas: Identification of and response to critical youth needs; Promotion of youth involvement in civic leadership at state and local levels; Development of comprehensive local systems serving youth; and Issues of the Workforce Investment Act as it relates to youth.

Public meetings will be held on June 25 in Sacramento at the Holiday Inn located at 300 J Street, phone (916) 446-0100; and June 27 in Long Beach at the West Coast Long Beach Hotel located at 700 Queensway Drive, phone (562) 435-7676. The meetings will be conducted from 3:00 p.m. to 7:00 p.m. Comments can also be submitted via e-mail to: syc@cwib.ca.gov from June 15-30.

Persons interested in providing comments will be asked to schedule a verbal presentation limited to three minutes and sign in at the meeting. Written comments must be made available to the public in compliance with the Bagley-Keene Open Meeting Act (California Government Code §11125.1) with 50 copies available. If you wish to comment but cannot attend, please mail your comments to the California Workforce Investment Board at P.O. Box 826880, MIC 45, Sacramento, CA 94280-0001.

To schedule a verbal presentation, please call (916) 324-3459 between 8:00 a.m. and 4:00 p.m., Monday through Friday. Individuals who require accommodations for disabilities (including interpreters and alternate formats) are requested to contact the State Board staff at (916) 324-3459 at least five days prior to the meeting. TTY line: (916) 324-6523.

Please visit www.calwia.org for more information.

State Workforce Investment Board Co-Sponsors Small Business Forum

The California Workforce Investment Board and the Private Industry Council of San Francisco, Inc. in conjunction with the San Francisco Small Business Commission will present "Preparing the Bay Area Workforce for the New Economy". This interactive forum for small business leaders will be held on June 26, 2002 in San Francisco from 7:30 a.m. to 11:00 a.m.

Small business employers and leaders are invited to attend this interactive forum, at no cost, to discuss workforce concerns with workforce development leaders, and to learn about services available through California's One-Stop Centers.

The featured speaker will be Tapan Munroe, Ph.D., President of Munroe Consulting, Inc.; and special guest speaker will be Sonya Blake, Small Business Advocate from the Governor's Office of Policy and Research.

Please contact Lynn McKenzie, CAL Insurance & Associates, Inc. at (415) 680-2110.

WIA Governor's Discretionary Funds

Bidders' Conferences for Veterans Workforce Investment Program

A series of bidders' conferences is being offered in response to a Solicitation for Proposal (SFP) recently released by the Employment Development Department (EDD) for the Workforce Investment Act (WIA)-Veterans Workforce Investment Program (VWIP).

EDD is conducting three bidders' conferences for applicants interested in applying for the VWIP-WIA funds to help applicants be more competitive. The bidders' conferences will be held on June 6 in Santa Rosa; June 10 in Fresno; and June 11 in Los Angeles. The conferences will be conducted from 9:00 a.m. to 12:00 p.m. followed by a grant writing workshop which will be offered at 1:00 p.m.

To reserve a seat, please call the Veterans Unit at (916) 654-7799. There is no cost to attend these sessions.

For more information on the SFP, please visit www.edd.cahwnet.gov/wiainbu.htm and select [WIAB01-125](#).

Local Area Activities

Stanislaus County Economic Development Corp and WIB to Merge

The Stanislaus County Economic Development Corporation's (SCEDCO) Board voted unanimously to merge with the Workforce Investment Board (WIB), putting the county's job creation, training and funding efforts under a single agency.

The issue will now go to the Stanislaus County Board of Supervisors for final approval on June 11. If approved by the County Board of Supervisors, the two agencies would be replaced by the Business and Workforce Alliance beginning in July.

"The new corporation will be a 501 c (6) which offers flexibility," stated Teri Rein, attorney at law. "We are still looking at by-laws and the structure of the new organization." The Business and Workforce Alliance must comply with the 1998 Workforce Investment Act and must have representatives from education, economic development, labor, cities and the county, with the majority representing the private sector.

The two main functions for the alliance will be Workforce Investment Act compliance activities, i.e., workforce preparation and economic development, which is what SCEDCO was doing.

"I'm probably one of the last of the original SCEDCO founding board members," states Supervisor Paul Caruso. "I'm in complete support of this new collaboration which will bring in business and workforce preparation to our community."

The Business and Workforce Alliance will meet six times a year and is subject to the Brown Act and conflict of interest regulations. According to Rein, Stanislaus County will continue to be the fiscal agent for this new corporation.

"I believe the SCEDCO Board made the right decision, our economic development activities must be closely tied with workforce preparation for a stronger industry base," states Ralph Curtis, SCEDCO Chair.

For more information on this merger, please contact Virginia Madueno at (209) 558-3280.

Innovative ESL Programs List

In response to a request from the U.S. Department of Labor (DOL), information on innovative English-as-a-Second Language (ESL) programs in California was recently compiled by the California Workforce Investment Board (CalWIB) staff.

The list of programs, including a description and contact information, was disseminated as an attachment to an Information Bulletin. You may obtain the list by visiting: www.edd.cahwnet.gov/wiainbu.htm and selecting **WIAB01-101**.

Sacramento Works Career Center Conducts Citizenship Fair

The Sacramento Works South County Career Center, in conjunction with the Elk Grove Adult and Community Education and California Human Development Corporation, held its first Citizenship Fair on May 30th.

In an effort to assist individuals to become United States citizens, staff provided help with preparation of INS forms, immigration photos, and were available to answer any questions relating to the immigration process.

For more information on this innovative collaborative activity, please contact Juanita Lopez, Site Supervisor, at (916) 688-3231.

Worthy Web Sites

www.nww.org/yci/YCi_Reporter_Vol_1.pdf - *YCi Reporter* - The Youth Council Institute (YCi) is managed by New Ways and the California Workforce Association (CWA) through the support of the California Workforce Investment Board (CalWIB).

www.cde.ca.gov/resrc/factbook - The California Department of Education's "Fact Book" is now available on line. The Fact Book is a helpful tool containing a compilation of resources and information on a variety of educational subject matter.

www.calmis.ca.gov/file/resource/analyst.htm - The Labor Market Information Division (LMID) provides a listing of local labor market consultants and information on how to contact them.

Regional Collaboratives

The **EmployABILITY Partnership** - An Amazing Collaborative!

The EmployABILITY Partnership is an innovative collaboration of both governmental and specialized private sector organizations working to improve services to the disabled within the Los Angeles WorkSource California system.

This consortium has assisted in the development of ground-breaking programs to help people with disabilities to build careers, and to assist the employers who hire them. These programs include:

- § **EmployABILITY Network Website:** Provides information to employers and WorkSource staff on disability law, employment practices, and profitable hiring strategies. This website is located at www.employability.org.
- § **LEGACY Training & Certification:** Training to equip WorkSource staff to provide high quality services to customers with disabilities. Includes: On-line modules via the Internet and live training sessions led by disability experts. For more information call (323) 539-2098.
- § **Empowerment Team:** A group of highly trained disability specialists support City of Los Angeles WorkSource staff by providing on-site assistance in creating innovative service strategies, and staff training and technical assistance on serving persons with disabilities.
- § **DisABILITY Hotline:** Toll-free source of disability-related information and referrals to available local resources for both job seekers and employers. Additionally, *Hotline* staff also act as liaison for customers seeking services through the WorkSource system. The *Hotline* number is (866) LA1-STOP.

The City of Los Angeles and the WorkSource California centers will host a kick-off of this new and innovative program on June 20, 2002 at the Metro North WorkSource Center operated by Goodwill Industries of Southern California. The event will feature special guest actor Robert David Hall from the CBS TV series *CSI: Crime Scene Investigation*, himself a double amputee who has become one of the few actors who is recognized for his craft and not his disability.

For additional information on the EmployABILITY Partnership, please call (866) 521-7867.

Successful Training Program

Oxnard College One-Stop Child Care Training Project

The very successful Oxnard College Child Development Careers Project, sponsored by the Department of Education, has not only increased TANF recipients' access to education but has helped meet a growing demand for childcare workers.

Currently, sixty Ventura County TANF recipients are now employed in the child care field after successfully completing a two-year pilot child development training program that prepares individuals for careers in early education that pay an average of \$15 per hour. The clients are among nearly 200 individuals enrolled in the Child Development Careers Project at Oxnard College.

Clients who meet the basic eligibility requirements, which include being physically fit to interact with children, keeping up with course work and passing a criminal background check, participate in an assessment process. About 25 students are selected for training and begin working with administrators to complete the college enrollment process and arrange transportation, childcare, health care, and work-study support services. Students sign a contract agreeing that they will complete the child development and general education units to qualify for an associate teacher's permit after year one and a permit, the key to earning a living wage, after year two. Students spend 20 hours per week in on-the-job training and 12 hours per week in college classes during the first semester.

During the second year of the program, students complete 20 hours of course work and 175 days of fieldwork; and 16 units of general education and 12 units of child development course work. Students are paired with mentors who help them adjust to the workplace and monitor their interactions with the children.

The Ventura County One-stop system, composed of six Job & Career Centers (JCC), serves over 750,000 residents. Coordination between Workforce Investment Act (WIA) and TANF has been natural since both programs fall under the Human Services Agency of the County of Ventura. Each One-Stop houses both programs under the direction of the Center Director.

For additional information on this highly successful program, contact Larry Kennedy, Director, Oxnard College Job & Career Center, (805) 986-7352 or email larry.kennedy@mail.co.ventura.ca.us.

Check It Out!

The resource materials listed below are available for loan from the ETN library. Please call (916) 654-8386 with your requests.

MOTIVATION

100 Ways to Motivate Yourself, Change Your Life Forever, Revised Edition, The Career Press, Inc. (J2167)

JOB SEARCH

100 Top Internet Job Sites, Get Wired, Get Hired in Today's New Job Market, Impact Publications (J2168)

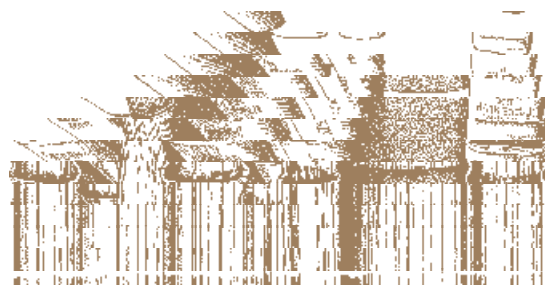
Discover the Best Jobs for You, Do What You Love!, Fourth Edition, Impact Publications (J2169)

Take this Job and Thrive, 60 Ways to Make Life More Rewarding in Today's New Workplace, Impact Publications (J2170)

100 Great Jobs and How to Get Them, Impact Publications (J2171)

10 Insider Secrets to Job Hunting Success!, Everything You Need to Get the Job You Want in 24 Hours—Or Less!, 10 Step Publications (J2172)

Occupational Outlook Handbook, 2002-2003 Edition, JIST Publishing, Inc. (J2178)



RESUMES

Proven Resumes, Strategies that Have Increased Salaries and Changed Lives, 10 Speed Press (J2173)

Gallery of Best Cover Letters, A Collection of Quality Cover Letters by Professional Resume Writers, JIST Publishing, Inc. (J2174)

101 Best Resumes, McGraw-Hill (J2175)

Sure Hire Resumes, Second Edition, Impact Publications (J2176)

VOCATIONAL EDUCATION

Making Vocational Choices, A Theory of Vocational Personalities and Work Environments, Third Edition, Psychological Assessment Resources, Inc. (J2177)

JOB DEVELOPMENT

Collaborating for Results, Job Creation Strategies and Solutions, California Technology, Trade and Commerce Agency (J2179)

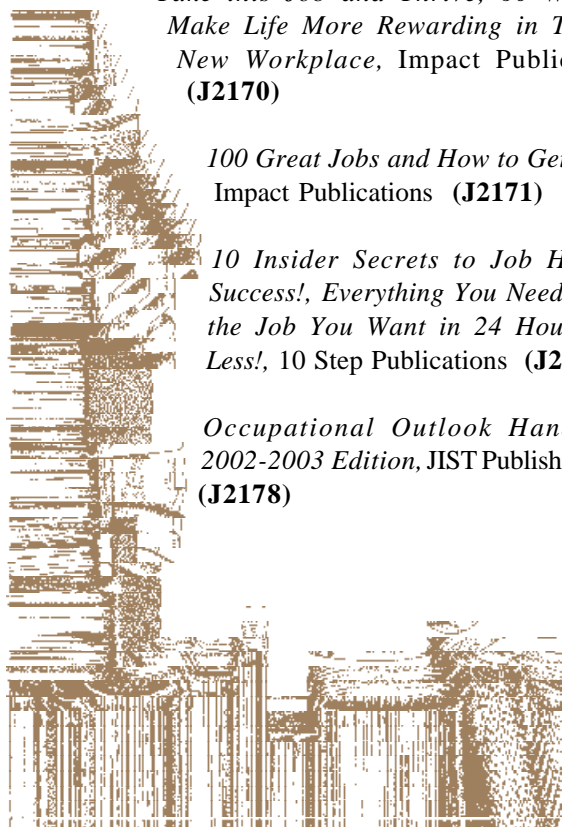
INTERVIEWING SKILLS

Extraordinary Answers to Common Interview Questions, (Video) Cambridge Educational (J2180-AV)

Common Mistakes People Make in Interviews, (Video) Cambridge Educational (J2181-AV)

Exceptional Interview Tips, (Video) Cambridge Educational (J2182-AV)

Making It On Your First Job, (Video) Cambridge Career Products (J2183-AV)



INFORMATION EXCHANGE

JUNE 2002

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
Beyond Traditional Job Development- CWA & Denise Bissonnette Sacramento- www.calworkforce.org	Performance Management-Youth South Bay- (310) 219-2624	Training for Trainers Visalia-(559) 713-5236 Youth Service Strategies Fresno-(559) 263-1114		Beyond Traditional Job Development- CWA & Denise Bissonnette Santa Monica- www.calworkforce.org
"You Talkin' to Me?" Marysville- (530) 749-4803 x4803		Beyond Traditional Job Development- CWA & Denise Bissonnette Fresno- www.calworkforce.org	Performance Management-Youth Norwalk- (562) 406-2286	Performance Management-Adult & Dislocated Workers Cerritos- (562) 406-2286
10	11	12	13	14
	Fundamentals of Economic Development- California Association for Local Economic Development Sacramento- www.caled.org	Reemployment in a Slowing Economy CWA & Greg Newton Sacramento- www.calworkforce.org		
	Performance Management-Adult & Dislocated Workers Bakersfield- (661) 336-6692	"You Talkin' to Me?" Oakland-(510) 563-5277 Performance Management-Youth Bakersfield- (661) 336-6692	"That's Not My Job" Orland- (530) 822-7145	
17	18	19	20	21
	One-Stop Facilitation Jackson- (209) 223-4411		Performance Management-Adult & Dislocated Workers Los Angeles County- (213) 738-3843 Farmworker Forums: Everyone Needs A Choice CalWIB & DOL/ETA Region 6 Stockton- www.doleta.gov/regions/reg06/farmworker_forum_site/index.htm	"You Talkin' to Me?" Elk Grove- (916) 525-2035
24	25	26	27	28
	"That's Not My Job" Anaheim-(714) 765-4348 Performance Management-Youth Imperial-(760) 353-5050 Access to Employment Programs & Services- Department of Rehabilitation Santa Maria-(805) 928-2677	Performance Management-Adult & Dislocated Workers Imperial-(760) 353-5050 Farmworker Forums: Everyone Needs A Choice CalWIB & DOL/ETA Region 6 Salinas- www.doleta.gov/regions/reg06/farmworker_forum_site/index.htm "You Talkin' to Me?" Bakersfield-(661) 336-6692	Employment Law for Californians with Disabilities- Department of Rehabilitation Santa Maria- (805) 928-2677	

*Training in shaded boxes conducted by the Capacity Building Unit - www.edd.ca.gov/wiacal.htm

INFORMATION EXCHANGE

EMPLOYMENT TRAINING NETWORK

c/o EDD/WID

PO Box 826880 MIC 69
Sacramento, CA 94280-0001

THE EMPLOYMENT TRAINING NETWORK *Resources for Workforce Investment Act (WIA) Programs*

Information Exchange is published monthly by the Employment Training Network under the auspices of the Association of California School Administrators (ACSA), Foundation for Educational Administration (FEA). Funding is provided by the Employment Development Department, Workforce Investment Division (EDD/WID). The contents of this newsletter do not necessarily reflect the position and/or policy of the EDD/WID or ACSA, FEA which administers the Employment Training Network. Comments may be directed to Diane Coad, Editor, Employment Training Network, c/o EDD/WID, P.O. Box 826880, MIC 69, Sacramento, CA 94280-0001; Email - dcoad@edd.ca.gov; Internet site: www.trainingnetwork.org

The Employment Training Network is an information dissemination project which provides one-to-one consultations, staff workshops and resources exclusively for California's Workforce Investment Act (WIA) programs. Through statewide networking, the Employment Training Network staff is able to offer diverse technical services using consultants in a variety of areas. Local Workforce Investment Area (LWIA) staff may benefit from the following services:

- **consultant services** - to enhance staff's skills, knowledge, and motivation
- **program site visits** - staff reimbursement provided for travel expenses
- **resource library** - up-to-date books, manuals and videos in a multitude of topics on loan for three weeks
- **referrals** - to other employment and training programs
- **Information Exchange newsletter** - informative newsletter announcing upcoming workshops, new resources, etc.

The Employment Training Network technical assistance services are available upon request to LWIA staff members or contractors operating LWIA programs. ETN staff: Diane Coad, Project Manager and Janine Cota, Administrative Assistant. **WIA funded agencies may receive Employment Training Network services by calling (916) 654-8896.**

EDD is an equal opportunity employer/program.